



State of Utah
Department of Human Resource Management
FLEX-TIME WORK AGREEMENT

The (Agency/Dept.) _____

(Division) _____

grants permission to (Employee's Name) _____ to work the following flex-time schedule.

	Beginning Hour	Ending Hour	Lunch (30 or 60 min.)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

The above named employee agrees to abide by the policy of the Agency/Dept. regarding flex-time understanding that abuse of this privilege will mean forfeiture of the flex-time schedule.

This schedule has been set by the employee's supervisor and provides adequate work group and office coverage of functions during the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. The schedule includes a thirty-minute or sixty-minute lunch period and a fifteen-minute break in both the morning and afternoon. These periods will not be used to adjust nor accumulate time to accommodate a shorter day.

The employee agrees to be at his/her assigned workstation (in or out of the office) and be working at assigned tasks during the chosen work period. In addition to regular work assignments, the employee agrees to answer the telephone and respond to informational requests to the best of his/her ability during the hours before 8:00 a.m. and after 5:00 p.m. If the employee cannot handle inquiries he/she will take messages for referral to the appropriate individual.

This schedule will remain in effect while it is of benefit to the Agency/Dept. and as long as the following conditions are met:

1. The employee is at his/her workstation every work day at the agreed upon time unless on approved leave. Problems with late arrivals will result in the employee reverting back to the regular 8:00 a.m. to 5:00 p.m. schedule.
2. The employee does not request adjustments to the schedule frequently.
3. The employee does not exceed 40 hours per week if in the N-FLSA status. Any hours worked in excess of 40 hours must be pre-approved by the supervisor.